

CLASS TITLE: SUPERVISOR OF LABORATORY CENTRAL SERVICES (DOH)

Class Code: 02723400
Pay Grade: 28A
EO Code: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Health (DOH), to be responsible for the operation and supervision of various supporting services for laboratories including central receiving and supply and specimen processing; to oversee and supervise laboratory teams; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with some latitude for the exercise of independent judgement and initiative; work is subject to review in progress and upon completion for conformance to instructions, policies, rules, and regulations.

SUPERVISION EXERCISED: Supervises and reviews the work of laboratory assistants, technicians, and other subordinates.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Health (DOH), to be responsible for the operation and supervision of various supporting services for laboratories including central receiving and supply and specimen processing, including functions such as:

- Processing and accessioning of laboratory specimens and samples received with paper or electronic submission forms.

- Performing data entry on specimens and samples.

- Distributing clinical and environmental samples to the proper laboratory or analytical area.

- Washing glassware and laboratory equipment, including sterilization by autoclaving, dry heat and chemicals and performing various rinses such as by distilled water.

- Disposing of contaminated materials after proper treatment; transporting and storing medical and hazardous waste according to established protocol.

- Assembling and distribute by mail and courier large volumes of diagnostic testing kits; performing routine technical procedures such as centrifuging and incubating.

- To requisition laboratory supplies and equipment; to establish and maintain an adequate supply of frequently used items.

- To maintain a perpetual inventory control system for laboratory supplies and equipment, including maintenance records for equipment.

- To schedule preventive maintenance for equipment and to schedule the replacement of equipment.

- To operate a central storeroom.

- To receive, unpack, store, safeguard and issue supplies.

- To maintain records of items requisitioned and received.

- To charge items requisitioned and issued to the proper accounts.

- To write reports.

- To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the procedures and methods of receiving, storing, distributing and accounting for materials and supplies; a thorough knowledge of the operation, care and maintenance of basic and sophisticated laboratory equipment; a knowledge of the methods and techniques applied in performing a variety of routine standardized biological and chemical tests and analyses; a familiarity with general office procedures; the ability to maintain inventory and related records; the ability to prepare detailed

reports; the ability to plan and supervise the work of others engaged in sample testing, accessing, record keeping, storekeeping and data entry; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of an Associate's degree from a college of recognized standing; and

Experience: At least two (2) years of employment in a laboratory or business setting with responsibility for the requisitioning, storage, distribution, and control of supplies or for the accessioning and triage of environmental or clinical specimens.

Or, Graduation from high school with four (4) years of employment in a laboratory or business setting with responsibilities for the requisitioning, storage, distribution and control of supplies or for the accessioning and triage of environmental or clinical specimens.

Class Created: March 28, 1976

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